

Administrative - Internal Use Only

30 September 1981

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MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer

FROM :
Chief, Management Staff, ODP

SUBJECT : Management Staff Weekly Report for
Week Ending 29 September 1981

FY 1983 OMB Hearing

Our OMB hearing is scheduled for 1600 on Tuesday, 6 October 1981. There will be a preparatory session in the DDA Conference Room from 1300-1500 on Friday, 2 October 1981. (U/AIUO) (ODP Only)

FY 1981 Target Budget Submission

Our target budget submission was completed on schedule. The Comptroller's office asked for an additional paragraph describing the CAMS II ongoing initiative which has been provided. (U/AIUO) (ODP Only)

August Project Activity Report (PAR)

The August PAR reports have been processed and distributed. There are no missing data from the daily collections used for the August PAR reports. (U/AIUO)

Outstanding Advances

As of 30 September, there are 50 advances outstanding, none of which are delinquent. (U/AIUO)

Excess Equipment

During the past week, Management Staff declared an item of special purpose ADP equipment from OSO, with an acquisition cost of \$11,000 as excess to Agency needs.

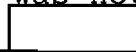
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The estimated acquisition cost of all ADP equipment declared excess to Agency needs during FY 1981 is \$3,124,000. (U/AIUO)



Security Violations

There were two reports of possible security violations on 29 September 1981 in the ODP Headquarters area. One was not charged to a CSS/ODP employee although it involved a CFC Fund card that was completed. The cards are stamped CONFIDENTIAL (when filled in). A security violation was charged in the other incident to two employees in SPD. Confidential information was left unsecured by the custodian of the document and was not detected by the secondary security check. (U/AIUO)



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